

**PROPOSED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCPA)**  
**MEETING MINUTES**  
**Wednesday, January 28, 2026**

**ROLL CALL:**

The PJCPA board met on Wednesday, January 28, 2026, at 134 Pike St., 2<sup>nd</sup> Floor, Port Jervis, NY 12771. The meeting called to order by Chairwoman Trovei at 7:02 PM.

Per roll call, the following members were present:

Kristin Trovei, Chairwoman  
Michael Talmadge, Treasurer  
Jeffrey Rhoades, Secretary  
Jacqueline Dennison, Council Liaison  
Colin O'Connell, Member

Absent:

John Russell, Vice-Chairman

Also present were:

Matthew Witherow, Esq.  
Valerie Maginsky, Executive Director  
Nora Goetz, Section 8 Administrator  
Shannon Howard, Program Assistant

Members of the Public:

No one from the public was present

**REORGANIZATIONAL ITEMS**

To the assembled PJCPA board members, Attorney Witherow gave the Oath of Office which he then notarized. Each member then completed a Fiduciary Responsibility form.

Election of Officers – the motion to keep all officers the same in 2026 was approved.

Motion: Mr. Rhoades      2nd: Mr. Talmadge      All Others in Favor

The motion to keep all 2025 bank signatories the same in 2026 was approved:

Motion: Mr. Rhodes      2nd: Ms. Dennison      All Others in Favor

2026 Conflict of Interest forms were completed and submitted by each member present.

**READING/APPROVAL OF MINUTES**

The December 17, 2025, meeting minutes were reviewed, and they were approved:

Motion: Mr. Talmadge      2<sup>nd</sup>: Mr. Rhoades      All Others in Favor

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$46,688.31. The current administrative balance is \$834,950.62. A motion was made to approve payment of the bills in the estimated amount of \$46,688.31.

Motion: Mr. O'Connell      2<sup>nd</sup>: Ms. Dennison      All Others in Favor

## **B. Monthly Financial Report**

With the exception of internal due-to-from items, all bills received have been paid accordingly.

Motion: Mr. O'Connell      2<sup>nd</sup>: Ms. Dennison      All Others in Favor

## **SECTION 8 AND DIRECTOR'S REPORT**

S8 Administrator Goetz presented the January 2026 Section 8 report for review and comment, and it was approved. Leased HCV: 190, Leased Mainstream: 31. HAP, Mainstream, FSS Payments: \$202,649.00. Total Admin received: \$21,574.00. Eligible waitlist: 169 families. For 2024, this agency received its Section Eight Management Assessment Program (SEMAP) score of 140 out of a possible 145 points. The 2025 SEMAP report is due February 28, 2026. All landlord 1099s were mailed the week of January 12, 2026. The electronic submittal of 1099s to the IRS has a deadline for March 31, 2026.

Motion: Mr. O'Connell      2<sup>nd</sup>: Mr. Talmadge      All Others in Favor

### **Waitlist Opening Plan**

The waitlist opening plan for 12 days, beginning Tuesday March 3, 2026, through Thursday, March 13, 2026, was approved by the board as was the public notice with details will be advertised at least a week before the opening. Paper applications will be made available at the City Clerk's office at 20 Hammond St., and the Port Jervis Housing Authority at 39 Pennsylvania Ave., Port Jervis, beginning the morning of March 3, 2026 Through Thursday, March 13, 2026, during regular business hours. A downloadable copy of the application for printing and completion will be available on the City's website during the same period. For submission consideration, all completed applications must be mailed through the United State Postal Service (USPS) and be dated between 3/3/26 and 3/13/26.

Motion: Mr. Rhoades      2<sup>nd</sup>: Mr. O'Connell      All Others in Favor

E.D. Maginsky presented the Director's December 2025 report which included Grant, Project, Communications and Administrative updates. Approved:

Motion: Mr. Talmadge      2<sup>nd</sup>: Ms. Dennison      All Others in Favor

E.D. Maginsky presented the 2026 Meeting Schedule. Approved:

Motion: Mr. Talmadge      2<sup>nd</sup>: Mr. Rhoades      All Others in Favor

E.D. Maginsky presented the 2026 Holiday Schedule. Approved:

Motion: Mr. Rhoades      2<sup>nd</sup>: Mr. O'Connell      All Others in Favor

E.D. Maginsky presented the 2025 SBDC In-Kind Letter which was approved for submittal.

Motion: Mr. Rhoades      2<sup>nd</sup>: Ms. Dennison      All Others in Favor

### **COMMUNICATIONS:**

12/17/25 – Council of Community Agencies – Admin. Goetz attended/ 12/18/25 – OC Economic Development Meeting/ 1/12/26 – Department Head meeting/ 1/15/26 – OC Economic Development Meeting/ 1/22/26 – Mayors' Roundtable, OC Partnership Quarterly Meeting – Middletown, NY/ 1/23/26 – Port Jervis Tour

### **OLD BUSINESS:**

FY 2014 Housing NOFA - AHC - In December 2025 there was a closing on 1 River St. Additional information followed in Executive session.

NYS DEC WQIP - Land Acquisition – NYS Funding - Project 2 - Latini: The contract extension is in process and when complete the Latini acquisition will finish the project.

NYS DRI - Awarded 2/21/23 - \$10M – NYS Funding - Submitted on 9/23/22 -\$10M awarded on 2/21/23 - five-year term - end date is TBD. The DRI-Jersey Ave. RFP bid process resulted in MHE being awarded the engineering contract at a special PJCC meeting on 12/29/25. E.D. Maginsky submitted, Financial and Status reports for DRI – Jersey Ave., Riverside Park, and Placemaking and Branding.

RISC Technical Assistance Grants –Project is in process. Awaiting updated engineering reports.

FEMA Assistance to Firefighters Grant (AFG) – Federal - \$533,087 awarded – equipment was ordered.

NYS HCR CDBG PI 2024 –Water Filtration Plant – An RFP for a construction contractor received no bids. Conversation is ongoing with NYS HCR.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4<sup>th</sup> - The Project Management Plan was submitted was approved.

2025 CFA – NYS CFA DOS Brownfield Opportunity Area (BOA) – 12/24/26 The City was listed in a press release as having been awarded the BOA grant. Awaiting contract materials.

2025-2026 NYS DHSES – PJFD Recruitment & Retention Received notice that this grant of \$25k for exercise equipment was awarded to the City. Awaiting contract materials.

2025 NYS Volunteer Fire Capacity Grant App. - \$3,500 grant for up to \$9,000 Skid Unit: submitted and awaiting response.

#### **PUBLIC COMMENT:**

None Present

#### **EXECUTIVE SESSION:**

A motion was made to go into Executive Session at 7:36 PM.

Motion: Mr. Talmadge        2<sup>nd</sup>: Mr. Rhoades        All Others in Favor

A motion was made to come out of Executive Session at 8:20 PM.

Motion: Mr. Talmadge        2<sup>nd</sup>: Mr. Rhoades        All Others in Favor

There were no action items as a result of Executive session.

#### **NEXT MEETING:**

The next meeting of the PJCDa Board of Directors is currently scheduled for February 25, 2026, at 7:00 p.m. at the Youth and Community Center, 2<sup>nd</sup> Floor, 134 Pike St., Port Jervis, NY 12771. With prior notification to the PJCDa by telephone: 845-858-4024, or email to: Director@PJCDa.org, ADA access is available.

#### **ADJOURNMENT**

There being no further business in front of the Board, the meeting was adjourned at 8:21 p.m.

Motion: Mr. Talmadge        2<sup>nd</sup>: Mr. O'Connell        All Others in Favor